

MR: 6-1005

**DEPARTMENT DIR:** General Counsel  
 Director of Security  
 Auditor-in-Chief  
 Comptroller  
 Chief, Legislation Office  
 Chief, Medical Staff  
 Chief, Project Administrative Planning Staff  
 Chief, Management Staff  
 Chief of Administration,  
 Office of the Deputy Director (Plans)

**SUBJECT:** Career Development of Junior Personnel; Changes in Eligibility Criteria of Agency Notice [REDACTED]

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1. Your attention is invited to certain changes, listed below, in the eligibility criteria for the Program for Career Development of Junior Personnel. These changes were made in the First Meeting of the CIA Career Council, held 30 September 1958, and are important to the DDC/A organization because their net effect is to increase the number of people who can apply for the Program - people who may not have been encouraged to apply under the earlier criteria. Three changes were made as follows:

a. A proposal to require as a minimum three years of Agency service prior to application was voted down by the Career Council. The effect of this was to establish the validity of Section 3.d of Agency Notice [REDACTED] wherein the requirement is stated as being "two years, preferably three." In actual practice, it had been the intention of the Selection Committee to require a period of Agency service identical with the requirement for membership in the Current Service. Personnel with two years service may now make application with the assurance that their cases will receive full consideration by the Selection Committee.

b. Section 3.e was amended to read: "Preferably have completed a training course in basic intelligence, such as BIC." The word "preferably," which represented a compromise arising over a proposal by Colonel White, means that offices may submit applications on otherwise qualified individuals, with the knowledge that the training requirement, outlined in the General Instructions to the annual JCS application form, can be liberally interpreted; if the applicant does not have the training, his case will still receive full consideration by the Selection Committee.

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a. Section 3.f was amended to read: "Possess at least a bachelor's degree ("or its equivalent" was then omitted) from an accredited college or university, or its equivalent in terms of satisfactory Agency experience, or a combination of formal education and such experience." This amendment was introduced by Colonel White who pointed out that the wording of the Notice as published excluded many excellent candidates with long and faithful service merely on the grounds of formal education. He also added that it was his opinion that a college degree was often a function of opportunity rather than ability. The net effect of this amendment is that many employees, previously excluded, may now make application if they meet all other criteria as set forth in the amended Notice. Evaluation of lengths of service required under this amendment, or of experience and formal education in combination, will presumably be left to the Selection Committee for adjudication on an individual basis. Supervisors and Office Heads submitting cases where this factor is important should exercise reasonable care to see that strong individuals are endorsed where the possibility of an adverse determination under Section 3.f is slight.

b. In view of the relaxation of the eligibility criteria, as set forth above, applications should continue to be submitted to the Administration Career Board through this office for the next sixty days in the event selection is desired at the initial meeting of the Selection Committee on or about 15 December 1954. Completed applications will be placed on the agenda of the next meeting of the Board following receipt of the papers in this office.

c. In the event additional information or clarification of the amended Notice is required, assistance can readily be obtained by calling the undersigned on extension 730.

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[REDACTED]  
Special Assistant to the  
Deputy Director (Administration)

cc: Ch/JOTD/OTR (info only)  
Ch/Personnel Procurement, Wing 2-C, Curie Hall  
JAC  
SA-DD/A:JAC:dlc (6 October 54)  
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